

**BYLAWS**  
**MEDICAL DIRECTION COMMISSION OF THE STATE OF ARIZONA**

**ARTICLE I**  
**PURPOSE**

The name of the Commission shall be: Medical Direction Commission of the State of Arizona, referred to in the remainder of these Bylaws as the “Commission”.

The Commission carries out the duties described in Arizona Revised Statutes, Title 36, Chapter 21.1, Emergency Medical Services. Such duties shall include but not be limited to recommending for adoption the following standards to the Director, Arizona Department of Health Services:

1. To establish medical protocols governing medical treatments, procedures, medications, training and techniques that may be administered or performed by each class of emergency medical technician pursuant to ARS §36-2205.
2. To establish protocols which shall give consideration to the differences in treatments and procedures for specialty designation, regional, urban, rural and wilderness areas within the State of Arizona.
3. To establish protocols which require that each emergency medical technician-paramedic, emergency medical technician-intermediate and emergency medical technician-basic, certified to perform advanced procedures, including utilization of defibrillation devices and monitoring of intravenous lines, shall render these treatments, procedures, medications or techniques only under the direction of a physician.
4. To amend established protocols, as deemed necessary, or in response to any petition pursuant to Section 41-1033 requesting such action and filed with the Director.
5. To review and approve prehospital research protocols.

**ARTICLE II**  
**COMMISSION LIAISON**

The intent of this Article is to provide for the timely and appropriate exchange of information regarding emergency medical services between the Department of Health Services and the Commission.

The Medical Director for EMS shall be responsible for ensuring that the Director is informed of the Commission's recommendations and actions in a reasonable time frame, to be fifteen (15) days except in extreme cases.

**ARTICLE III**  
**MEMBERS**

**Section 1.** Commission membership

The membership of this Commission shall be composed as provided in ARS §36-2203.01.A.

**Section 2.** Ex-officio members

The Chair of the Protocols, Medications and Devices Committee and the Chair of the Education Committee will be ex-officio members of the Commission. The purpose of their membership is to provide communication and directives bi-directionally so that the Commission will know what work product is being developed and will allow a dialog to understand whether the Commission feels it is important for these committees to continue working in those areas. These ex-officio members shall not be counted in determining quorums and shall not have the power to make motions and cannot vote. When the ex-officio member ceases to hold the office that entitles him to such membership on the Commission, their ex-officio membership on the Commission terminates automatically.

**Section 3.** Term of membership

Members of the Commission shall be appointed for a term of three years.

**Section 4.** Compensation

Members of the Commission are not entitled to compensation but are entitled to reimbursement of expenses pursuant to Title 38, Chapter 4, Article 2, pending the availability of funds.

**Section 5.** Voting

Each member of the Commission, excluding the ex-officio members, shall be entitled to one vote when present at a meeting of the Commission. No individual member shall cast more than one vote. Voting by proxy and/or alternate voter shall not be authorized.

**Section 6.** Vacancies

Vacancies shall be filled pursuant to ARS §38-211. The Chair shall be responsible for informing the Governor's Office of vacancies.

## **ARTICLE IV OFFICERS**

**Chair:** The Chair shall be the Medical Director for Emergency Medical Services and shall perform the duties delegated to the Commission and those prescribed by these bylaws and by the parliamentary authority adopted by the Commission.

**Vice Chair:** The Vice Chair shall be selected by a majority of the members present and shall serve for a three year term (or until end of their current membership term), and shall serve as Chair of the Commission in the absence of the Chair. Upon resignation or completion of term, a new Vice Chair will be selected at the next regular meeting.

## **ARTICLE V MEETINGS**

**Section 1.** Regular Meetings

The regular meetings of the Commission shall be at a frequency in order to accomplish the designated duties and held at a time and place designated by the Chair and the Bureau Chief.

**Section 2.** Special Meetings

Special meetings and/or telephone meetings may be called by the Chair, or by written request of five (5) members of the Commission, and must comply with the Open Meeting Law, and will be ratified at the next meeting of the Commission.

**Section 3.** Notice of Meetings

Commission members shall be notified at least ten (10) days in advance of all Commission meetings. A yearly schedule of regular Commission meetings shall be made available to the Commission members in January. Minutes of the previous meeting and an agenda for the upcoming meeting should be available ten (10) days in advance of the Commission meetings.

**Section 4.** Attendance

Regular attendance is expected of all Commission members. If a member fails to attend three (3) consecutive meetings inquiry shall be made of that member concerning his/her continued participation on the Commission and the results of the inquiry together with recommendation of the Commission shall be forwarded to the Governor's Office.

**Section 5.** Quorum

A simple majority of the members of the Commission in person or by telephone shall constitute a quorum. Quorum will be determined by those actual members of the Commission and without consideration of vacant membership positions.

## **ARTICLE VI COMMITTEES**

**Section 1.** Establishment of Committees

Standing and special committees may be established by the Commission or by the Chair with the approval of the Commission. Unless otherwise provided by these bylaws, members of committees and their Chairs shall be appointed by the Chair of the Commission with due concern for categorical and geographic representation appropriate to the specific duties of the particular committee. The Commission Chair shall be an ex-officio member of all committees.

**Section 2.** Membership on Committees

Membership on standing and special committees need not be limited to members of the Commission. However, the Committee Chair and at least one additional member of a committee shall be members of the Commission. A member of the Commission may act as Chair if the regular committee Chair is absent.

**Section 3.** Guidelines for Standing Committees

Standing committees are appointed by the Commission Chair. The Commission will develop general guidelines for committee operating procedures and will define the scope and action, as well as goals and objectives of each committee. Additional goals and objectives may be assigned as necessary. Each committee will be responsible for reporting committee activity and action recommendations and receiving Commission assignments at each meeting of the Commission.

Standing committees shall include, but not be limited to:

- A. Protocols, Medications and Devices Committee - This committee serves as the medical advisory group to the Commission. Its functions are to define the scope and interpret prehospital medical care, principles and practices for the Commission and also to review and recommend changes or additions to the drug box and use of new medical devices.

**Section 4.** Special Committees

Special committees may be established by the Commission or by the Chair with approval of the Commission. Special committees may be established when committee effort is indicated to conduct specialized investigative and advisory activities.

## **ARTICLE VII PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

The Commission will appoint a member to act as parliamentarian during meetings. It is the parliamentarian's responsibility to ensure Commission meetings are conducted following Robert's Rules of Order.

## **ARTICLE VIII OPEN MEETING LAW**

The Arizona Open Meeting Law shall apply to meetings of the Commission and its committees.

## **ARTICLE IX MINUTES**

Accurate minutes of each Commission and Commission committee meeting will be recorded, and the Commission shall have the right of review and correction of minutes of all meetings before publication and distribution.

## **ARTICLE X MOTIONS**

All motions passed by this Commission will be forwarded to the Director of the Arizona Department of Health Services for review and/or action.

## **ARTICLE XI AMENDMENTS**

These bylaws can be amended at any regular meeting of the Commission by a majority vote of the entire membership, provided that the amendment has been submitted to the members in written form ten (10) days in advance of the meeting. Bylaws will be reviewed, at a minimum, every three years.

Approved 3/24/95

Revised & Approved 1/23/98

Revised & Approved 3/27/98

Approved: 6/22/01

Revised & Approved by MDC: 1/24/03